



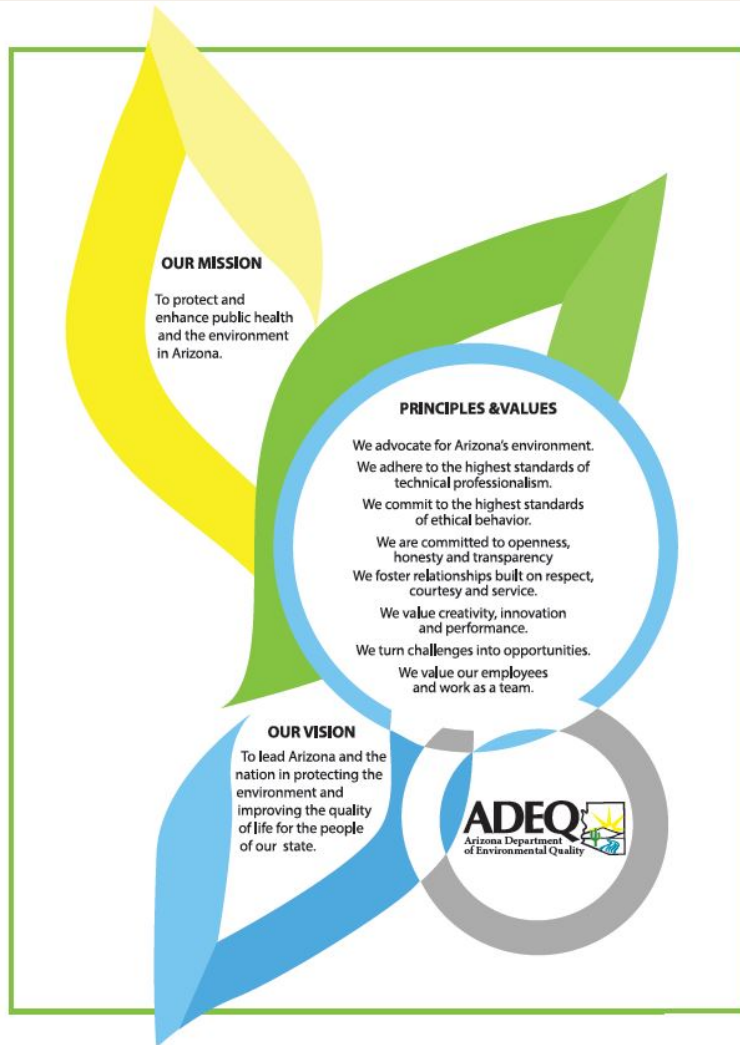
# CONTRACTOR OUTREACH END OF YEAR/TRANSITION TO NEW FINANCE SYSTEM

May 6, 2015



- ADEQ
- SPO/PROCUREAZ
- BUSINESS OPERATIONS TEAM (BOT)
- FINANCE
- ACCOUNTS PAYABLE
- CLOSING

# Who We Are



ACCELERATE CLEAN-UPS



# APPROXIMATE SPEND

FY	PO	Amount
2012	2053	57M
2013	1506	59M
2014	1271	53M
2015	1200	52M



- Staff of Six
- Majority Less than 22 months
- Services
- Contract Management
- Conflicts
- Task Orders
- 40% of Budget Spend



- Concerned about deliverables
- Dead lines for Purchases no matter the method
- Numerous dates
- Preparation work cannot be attempted
- Work in progress must remain untouched
- Between the two systems account system has changed.

- ProcureAZ – electronic system used to track all state purchases.
- Arizona Financial Information System (AFIS) – electronic system used to track and pay all state invoices.
- New AFIS / BREAZ

**ADOA-SPO**  
State Procurement Office

THE ONLINE HOME OF THE ARIZONA STATE PROCUREMENT OFFICE

Home » ProcureAZ » ProcureAZ State Agency

**ProcureAZ for Vendors**

SPO ALSO PROVIDES A NUMBER OF RESOURCES SPECIFICALLY FOR VENDORS ASSOCIATED WITH THE USE OF THE...

[READ MORE](#)

**State Procurement Office**

IN ACCORDANCE OF SIGNIFICANT ACTIVITIES CURRENTLY...

[READ MORE](#)

**Notices and Opportunities**

PROCUREAZ - STATEWIDE, MULTI-AGENCY AND AGENCY SOLICITATION NOTICES POSTED WITHIN THE STATE'S...

[READ MORE](#)

**ProcureAZ State Agency**

**ProcureAZ**

ALL THE GUIDES PRESENTED ON THIS PAGE ARE MEANT TO HELP YOU NAVIGATE MORE EASILY THE SYSTEM.

SPO also provides a number of resources specifically for Vendors associated with the use of the State's eProcurement System, ProcureAZ.

NOTE: In order to insure receipt of e-mail notifications from Procure.AZ.Gov, it may be necessary for vendors to include procureaz.gov on their whitelist or safe-senders list.

Below are a number of resources available to current and prospective contractors regarding the use of the State's eProcurement system, ProcureAZ. (Updated for version 10.0)

- [Supported Web Browser](#)
- [ProcureAZ Vendor FAQ](#)

#### Quick Reference Guides

Quick Reference Guides are designed as a high level review of the referenced title.

- [Quick Reference Guide – Accessing POs and Change Orders](#)
- [Quick Reference Guide – Adding a DBA-Subsidiary](#)
- [Quick Reference Guide – Adding a User](#)
- [Quick Reference Guide – Profile Maintenance](#)



## Step By Step Guides

Step By Step Guides will take you step by step through the entire process of the referenced title.

- [Step-by-Step Guide - Profile Maintenance](#)

Includes - How to Add and Maintain Addresses, Commodity Codes, Add New Users and Maintain Existing Users, Add a DBA, and Update Terms and Catagories.

- [Step-by-Step Guide - Bid Opening Reports and Bid Tabulations](#)
- [Step-by-Step Guide - Accessing POs and Change Orders](#)
- [Step-by-Step Guide - Vendor Registration](#)
- [Step-by-Step Guide - Responding to Solicitations](#)
- [Step-by-Step Guide - Request for Revision \(BAFO\)](#)

## Live Vendor Webinars

- The ProcureAZ Help Desk conducts a live vendor webinar about once a month.
- The webinar is focused on responding to bids but also touches on finding purchase orders
- Registration is announced as a news item in ProcureAZ and on the SPO website (<http://spo.az.gov>).
- Registration is first-come first-served, but there are at least 50 seats available for each session

## Vendor Registration-Related Changes

- Vendors that have a single DBA name will no longer enter that name as an address line in ProcureAZ
  - The DBA should be typed in the Company field
  - This field will be included on any issued warrants if it is different than the Legal Name
  - Example Warrant Address:
    - Vendor Legal Name
    - Vendor Company name (if different than legal name)
    - Remit Address line 1
    - Remit Address line 2
    - Remit Address City, State Zip
- Vendor data is being integrated to AFIS at the time it is entered/updated in ProcureAZ rather than waiting until a PO is sent to a Vendor



## Address-Related Changes

- AFIS only allows the use of two address lines for each company  
Since AFIS only allows two address lines:
- DBA names should be entered in the Company field
- The AFIS 1099 mailing address only includes address line 1, plus City, State, Zip
  - The General address is used for the 1099 mailing address, so it will be important for the vendor to ensure that this address has their street address on address line 1
  - Example Warrant Address:
    - Vendor Legal Name
    - General Address line 1
    - General City, State Zip

## Contact the ProcureAZ Help Desk via Phone

- For assistance with bids/quotes due that day, press 1
- For registration assistance, press 2
- All other assistance, press 3

## Contact the ProcureAZ Help Desk via Email

Via Email [procure@azdoa.gov](mailto:procure@azdoa.gov)

Via Phone 602-542-7600

- Vendor Registration will be unavailable between **July 1 through July 7<sup>th</sup>**.
- Existing Vendors will not be able to modify their profile, download bids, respond to a bid, or process a revision during the downtime.

**July 1st through July 7th**

- Facilitate the business transactions necessary for the Agency's divisions to fulfill their mission.
  - Purchase Goods or Services
    - Open Market
    - Direct Release

- Timely receipt of valid invoices
  - Goods and/or Services Received
  - Invoice Must Reference Purchase Order
  - Invoice Amount = Purchase Order Amount
    - ❖ If not, then a Change Order
  - Description on Invoice Must Match Purchase Order
- Last Minute Purchases
- Requisitions which initiate the Purchase Order have to be created from new, no duplications.

## ADEQ Mission

- To Protect and enhance public health and the environment in Arizona

## Accounts Payable Unit Goal

- Fully support and champion ADEQ mission
  - Pay invoices within 30 days

- Fiscal Year 16 – July 1, 2015 to June 30, 2016
- Budgets are loaded in the first 3 weeks of July which is the first month of the Fiscal Year
- Purchase Orders for the new fiscal year are created
- Obligations paid

- Any agency which purchases or procures goods and services from a nongovernmental entity on account shall pay the account in full:
  - within thirty days
  - after receipt of goods or services and
  - correct notice of amount due in writing to the agency



## **Lead Measure:**

- Accounts Payable to Forward all invoices for authorization within 2 business days of receiving the invoice

## **Lag Measure:**

- Pay 100% of invoices within 30 calendar days of receiving
  - Accurate invoice and
  - goods and/or services

# What should an invoice include?



Fed. ID: 22-3009648  
2900 N. 1st Ave.  
Somerset, NJ 08873  
Phone: 732-235-3871  
Fax: 732-235-9669

Please remit payment to:  
SHI International Corp  
P.O. Box 952121  
Dallas, TX 75395-2121  
Wire information: Wells Fargo Bank  
Wire Rtr# 121000248  
ACH Rtr# 021200025  
Account#2000037641964  
SWIFT Code: WFBUS6S  
For W-9 Form, www.shi.com/W9

Remittance Address

329347

14  
98  
1357

Finance charge of 1.5% per month will be charged on past  
due accounts - 18%/yr.  
All returns require an RMA# supplied by your SHI Sales

Company  
Name

Bill To AZ Department of Environmental  
1110 W. Washington Street  
Phoenix, AZ 85007  
United States

Purchase Order Number

Environmental Quality  
1110 W. Washington Street  
Phoenix, AZ 85007  
United States  
ADSP011-007500:2645/All Licenses

Ship Date	Ship person	Purchase Order	Ship Via	FOB	Terms
8/4/2014	America	ADSP011-007500:2645	FEDEX GROUND	FOB DEST	NET 30
Item No.	Description	Qty Ordered	Qty Shipped	Unit Price	Extended Price
29155149	GR2Analyst 2.00 - GR2Analyst 2.00 is a Windows	7	7	236.00	1,652.00
NPN-FAST-GR2	Multiple platforms English Software				
No Media					
Gibson Ridge					

Billing Address  
Accounts Payable

Release Number

Pricing, tax, freight,  
total amount due

Description of  
Goods/Services

Invoice Number

Sales Balance	1,652.00
Freight	0.00
Recycling Fee	0.00
Sales Tax	137.11
<b>Total</b>	<b>1,789.11</b>
<b>Currency</b>	<b>USD</b>

# ProcureAZ vendor profile



Federal tax ID: 22-3009648  
290 Davidson Ave.  
Somerset, NJ 08873  
Phone: 888-235-3871

Please remit payment to:  
SHI International Corp  
P.O. Box 952121  
Dallas, TX 75395-2121  
Wire information: Wells Fargo Bank  
Wire Rt# 121000248  
ACH Rt# 021200025  
Account#2000037641964  
SWIFT Code: WFBIUS6S  
For W-9 Form, [www.shi.com/W9](http://www.shi.com/W9)



## Vendor Profile - SHI INTERNATIONAL CORP

Remittance Address

Remit Address

SHI International Corp  
P.O. Box 952121  
Dallas, TX 75395-2121  
US  
Email: [amelia\\_edmondson@shi.com](mailto:amelia_edmondson@shi.com)  
Phone: (303)723-5256  
Id: 32571  
Alternate Id: 003

Active

Yes

Attn: Accounts Payable  
1110 West Washington Street  
Phoenix, AZ 85007

AP Manager: Cindy Petrovich  
Tel #: 602-771-1936  
Email address: [AP@AZDEQ.GOV](mailto:AP@AZDEQ.GOV)

- Register for ACH
  - <https://gao.az.gov/afis/vendor-information>
- GAO vendor payment website
  - <http://www.venpay.gao.azdoa.gov/>

- Business Re-Engineering AriZona
- statewide initiative to transform Arizona's business processes and replace the State's current accounting system (AFIS) and a number of agency financial systems
- Name remains AFIS – Arizona Financial Information System
- Anticipated Go live – July 7, 2015

- Changes affecting vendors
  - Central warrant distribution
  - Address lines reduced to 2 Lines from the current 4 lines

- **Currently set up as:**

- Line 1 = Accounts Payable Department

- Line 2 = Attn: John Smith

- Line 3 = 123 N. 4th Street

- Line 4 = Suite 500

- **Will be modified to:**

- Line 1 = Attn: John Smith, Accounts Payable  
Department

- Line 2 = 123 N. 4th Street, Suite 500

## ■ Changes affecting vendors

- DBA related changes
  - ❖ The new AFIS will have two vendor name fields; “Legal Name” and “Alias/DBA”. This removes the need to utilize an address field to track the DBA name. GAO is supporting this change by ‘relocating’ the DBA information in ProcureAZ
- For more on address line changes, please visit;
  - ❖ <https://gao.az.gov/vendor-clean-efforts-procureaz-and-afis-address-line-3-and-address-line-4>



- Changes affecting vendors
  - ACH temporarily off from June 19th to July 7<sup>th</sup>
  - No payment from July 1 to July 7
  - Submit all invoices for which goods and/or services are received as soon as possible







SUNFLOWERS - GROWN WITH BIOSOLIDS